



*"People
helping people
help
themselves"*

Mitchell E. Daniels, Jr., Governor
State of Indiana

Division of Mental Health and Addiction
402 W. WASHINGTON STREET, ROOM W353
INDIANAPOLIS, IN 46204-2739
317-232-7800
FAX: 317-233-3472

January 21, 2011

TO:

FROM: Bruce Van Dusen, Bureau Chief Office of Family and Consumer Affairs

RE: Solicitation for Proposals – Consumer Operated Business

Consumer Operated Business

The Division of Mental Health and Addiction is offering financial support to consumers of mental health services in Indiana. The Division is dedicated to the development and implementation of programs vital to Transformation to Recovery efforts. Ongoing efforts include consumer empowerment, person centered planning, formal peer support and normalization of the use of mental health care. To those ends the Division is actively supporting consumers of services by offering three grant awards of \$50,000.00 each. It is the Divisions intent for these funds to be used for projects/businesses created and delivered by consumers of services. Generally, a consumer is an individual who has in the past received, or currently receives services for a diagnosed mental illness. For the purposes of this solicitation we will not accept proposals written by families or professionals, unless those persons meet the definition for consumer that is used here.

There is a wide range of activities that can be supported. A few examples of this are: paying for Certified Recovery Specialist to provide their service (developing contracts with providers); developing a peer support activity within an existing clubhouse; or supporting the development of a peer advocacy network. The Division is interested in reviewing proposals that are of activities that are important to you. Any proposal that meets the mandatory requirements will be evaluated.

There are two mandatory requirements. A Consumer Status Verification must be completed and signed. Acceptable proposals are those written by consumers. The second requirement is to submit a budget. This will allow us to confirm that your proposal meets the \$50,000.00 requirement and to help us understand how the money will support your stated outcomes. A proposal does not need to be at the limit of \$50,000.00, but acceptable proposals shall not exceed this amount.

All proposals will be evaluated on the following criteria:

- The Consumer Status Verification must be completed, signed and dated. Proposals without this verification will not be evaluated.



- The proposal must include a budget. Proposals without a budget, or budgets in excess of \$50,000.00, will not be evaluated.
- Provide an itemized description of planned activity. This shall include a timeline of activity.
- Clearly state the purpose of your Consumer Operated Business.
- Detail how you will know you have reached your goal. State your desired outcomes and what measures you will use to record progress.
- If appropriate, include a list of community partnerships that could be developed. This may be with consumer organizations, Community Mental Health Centers, or various other businesses or individuals. This is not a mandatory requirement. It may be that you will not need to form partnerships for your Consumer Operated Business. If you do partner with an organization include a letter of support written by them.
- You will be expected to provide quarterly updates on your activity and how you are spending the grant. Each quarter you will meet with a DMHA staff to review your progress and report outcomes that are resulting from your work. You may wish to include these quarterly meetings in your budget and timeline. If you think you will incur a cost for these meetings include the costs in your budget.

The schedule for this Solicitation is as follows:

- Proposals are due by ***Friday, February 18, 2011 at 12:00 PM (VIA US Mail)***
- Mail to: **Bruce Van Dusen AAS**
- **Bureau Chief, Office of Family and Consumer Affairs**
- **Indiana Government Center South Room W353**
- **Indianapolis, Indiana 26204**
- Oral presentations may be scheduled based on the Divisions need to evaluate proposals.
- The final announcement of selections for awards will be scheduled for March 7, 2011.
- It is anticipated that the contracts generated from this request will start on July 1, 2011.
- **This schedule may change. It will be your responsibility to be aware that announcements could be made for schedule changes.**

Information regarding submissions of proposals:

- DMHA intends to award three grant awards of \$50,000.00 each. The start date for payment will be July 1, 2011.
- Examples of projects could be clubhouse activities, support for Certified Recovery Specialist, and Peer Recovery Centers. It is our hope you will be able to submit proposals that reflect your desires to fulfill consumer concerns. In other words, you tell us what needs to be funded.
- Proposals should be typed on draft quality paper. Please include two (2) copies of your proposal. We will accept your proposal for review when submitted in this format.
- A meeting to conduct contract negotiations will be scheduled with the award recipients.
- Bruce Van Dusen may be contacted at Bruce.vandusen@fssa.in.gov